

eSMR User Group Meeting
December 19, 2007
Meeting Minutes

Attendees:

<input checked="" type="checkbox"/>	Francisco Chiang	<input type="checkbox"/>	Jon Bishop	<input checked="" type="checkbox"/>	Joy Castaing
<input checked="" type="checkbox"/>	John Ginn	<input type="checkbox"/>	Mike Paulucci	<input type="checkbox"/>	Patrick Ingram
<input checked="" type="checkbox"/>	James Miers	<input type="checkbox"/>	Larry Kerrigan	<input checked="" type="checkbox"/>	Dan Pierce
<input checked="" type="checkbox"/>	Ron Robinette	<input type="checkbox"/>	Jason Sinkler	<input checked="" type="checkbox"/>	Kay Yamamoto
<input checked="" type="checkbox"/>	Don Swiden	<input type="checkbox"/>	Dan Jackson	<input checked="" type="checkbox"/>	Rachel Van Exel
<input checked="" type="checkbox"/>	Amy Tong	<input type="checkbox"/>	Imam Mohammed	<input checked="" type="checkbox"/>	John Carmona
<input type="checkbox"/>	Rueen-Fang Wang	<input checked="" type="checkbox"/>	Edward Filadelfia	<input type="checkbox"/>	David LaCaro
<input type="checkbox"/>	Paul Yao	<input checked="" type="checkbox"/>	Valerie Housel	<input checked="" type="checkbox"/>	Russ Colby
<input checked="" type="checkbox"/>	Hoang Nguyen	<input checked="" type="checkbox"/>	Mike Troughon	<input type="checkbox"/>	Jack Price
<input type="checkbox"/>	Darrin Polhemus	<input checked="" type="checkbox"/>	Susan Bremser	<input checked="" type="checkbox"/>	Alex Carlos
<input checked="" type="checkbox"/>	Rassam Zarghami	<input checked="" type="checkbox"/>	Akin Babatola		

Meeting Summary: The focus of this meeting was to examine the eSMR process for Case Workers. The following topics were discussed:

Case Worker eSMR Process

- If comments were created in error check, then those are reflected in potential violation record
- Withdraw report link changes the status of the report from “submitted” to “in-progress”
 - When report is withdrawn and discharger submits additional data then report is considered late when report is re-submitted
 - When is report considered late?
- Case worker cannot modify report after submission
 - Can look at file attachments
- Show errors/potentials water board notes and allow case worker to confirm/deny potentials which then changes the status of the violation
 - Use this screen to provide the dischargers the feedback they request
- Error Check vs. Compliance Check
 - Investigate logic behind compliance check and error check
 - Perhaps this was originally a performance based decision
 - Error check only finds first potential (i.e. only finds first potential of flow for the first day of the month)
 - Compliance check will find all potentials (i.e. finds all potentials of flow for entire month)

Action Items:

Item #	Who	Action Item	Status/Notes
1	Darrin/Russ	Coding Process	Decide on policy of electronic submission process. Decide if submission is required in both electronic and paper format. Possibly break up into interim and long-term policy.
2	All	Coding Process	Develop Quality Assurance/Quality Check process for electronic coding. Discharger/Case worker.
3	Don/All	DDLs	Review drop-down values used for electronic coding process and determine if there are any missing or no longer valid.

Item #	Who	Action Item	Status/Notes
4	All	Confirm Requirements	Confirm changes/requirements for permit coding process.
5	Hoang/Francisco	Permit Coding Design Draft	PENDING CONFIRMATION. Create mock-up screens for changes/requirements gathered for coding process.
6	Ron/Don	Discharger Submission	Review Mantis issues related to "discharger screen", "error check", and "CDF Tool" as the 12/12 meeting will be spent review the discharger portion of eSMR. Include in discharger submission requirement document.
7	Ron	Process Flowchart	New. Allow process routing to change due to changes in permit. Also, include if permit is withdrawn. After NPDES permit is received, possible changes could affect eSMR process. Amendments.
8	Don	Accelerated Monitoring	New. Discuss with Russ/Susan/Dan (1) interpretation, (2) how to handle, (3) develop a use case testing scenario to ensure system accommodates requirements.
9	Dischargers	Volunteer to Host 2/13/2008 meeting	New. Send information to Ron if your facility can host our face-to-face meeting in February. We need a conference room that can accommodate between 20-30 people, and a location in the Bay Area or Northern California. Include room name.
10	Darrin	Steering Committee	New. When is the first meeting going to be held.

Closed Items:

Item #	Who	Action Item	Status/Notes
1	Darrin	USEPA Compliance	COMPLETE. Received information from USEPA regarding the ICIS Schemas for Batch Processing. The full batch capabilities for all data will be available in FY 2009, while electronic DMRs and DMR data transfers is scheduled for the late FY2008.
2	Rassam/Ron	Categorize current Mantis issues related to process flow	COMPLETE. Field was added to Mantis issue tracker "eSMR Subcategory" with categories of Case Worker, CDF Tool, Discharger Screen, Error Check, and Permit Coding.
3	Ron	Project Website	COMPLETE. http://www.waterboards.ca.gov/ciwqs/usergroup_selfmonitorreports.html
4	All	12/5/2007 Meeting Focus: Coding Sheet Process	COMPLETE. Review mantis issues related to permit coding process.
5	Akin	Sampling Type	COMPLETE. Send Ron list of sampling types that are incorrect/missing in CIWQS.
6	Ron	Project Schedule.	COMPLETE. Also include meeting schedule with potential topics.
7	Rassam	Coding Sheet	COMPLETE. Send sample output of coding sheet to Ron. Now posted on website.
6	Susan/Kristen	Parameter List	COMPLETE. Send Ron list of parameters that CIWQS does not have.